

**GEORGIA STATE PROPERTIES COMMISSION
1 MARTIN LUTHER KING, JR. DRIVE, S.W.
ATLANTA, GEORGIA 30334**

ACQUISITION REQUEST

(Real Property)

DEPARTMENT
OR ENTITY _____

LOCATION _____

ACREAGE _____

PROPOSED USE _____

GENERAL INSTRUCTIONS

Any department or agency desiring the State of Georgia, acting by and through the State Properties Commission (Commission) to purchase, condemn, or otherwise acquire real property should make a direct request to the Commission for the acquisition of the needed property. The proposed acquisition should be initiated by submitting a memorandum from the administrative head of the agency or department directed to the Commission setting forth in detail the specific need, anticipated use and/or other justification for the proposed acquisition. The memorandum should also contain, if applicable:

1. a statement of any and all matters known which might affect the title to, interest in, or use of the property;
2. a statement of any agreements that will need to be executed between any federal agencies, local political subdivisions, or other State agencies or departments with respect to monetary participation in the acquisition, development, improvements, management or use of the property to be acquired (attached copies of such agreements or written statement of oral understanding as relates to the above if not reduced to writing);
3. a statement of any other information which could be helpful to the Commission in the acquisition (e.g., attach old plats, old deeds, title certificates, title insurance, copies of correspondence between parties, etc.);
4. a statement whether or not there are other facilities of a like nature, either State, county, municipal or federal, presently existing within a 50-mile radius of the property and a description (attach to memorandum) of such facility;
5. a statement of whether or not other sites were considered and why this site is being recommended over the other sites.

Attached to the above-mentioned memorandum, a **completed original ACQUISITION REQUEST form** and **1 copy** (with EXHIBITS attached) must be sent to the Executive Director, State Properties Commission, One Martin Luther King, Jr., Drive, S. W., Suite 204 - - or P. O. Box 38121, Capitol Hill Station - - Atlanta, Georgia 30334. Upon receipt of an acquisition request the agency or department will be notified of the next scheduled meeting of the Commission, at which the request will be considered. Copies of the completed application **must be received at least 7 days prior to the date of a Commission meeting**. A formal presentation by the agency or department setting forth the details of the request may be required.

Upon approval of the proposed acquisition, the Commission will secure the assistance of the Real Property Division of the Attorney General's office to handle the details of the acquisition including title work, closing, or court action, the expense of which will be borne by the requesting department or agency. Upon approval and provided no problems, legal or otherwise, arise, the Commission will proceed to consummate the acquisition.

Without the prior written approval of this Commission, no department, agency or State official, subject to the State Properties Acquisition Law (OCGA§50-16-38) is authorized or permitted to acquire on behalf of the State of Georgia a deed, lease or other conveyance of an interest in real property.

ALL BLANKS IN THIS FORM MUST BE FILLED IN:

- With the information requested by the context of the item, sentence, paragraph or subparagraph; or
- By placing a cross (X) mark by the correct choice where two or more alternatives exist; or
- By striking through any item, sentence, paragraph or subparagraph if the same is **not applicable**.

(**Note:** An item, sentence, paragraph or subparagraph may be **not applicable** by virtue of the nature of the acquisition desired, but an item, sentence, paragraph or subparagraph must not be so stricken solely because the department or agency requesting the acquisition deems the context or requirements of the item, sentence, paragraph or subparagraph unnecessary.)

1. OCGA §_____ is the source of the legal authority for the requesting department or agency to deal with the property sought to be acquired.
2. OCGA §_____ is the source of the legal authority of the requesting department or agency to expand its funds for the acquisition of the needed property by the State of Georgia.
3. _____ is the official of the department or agency who will represent it concerning this application.
4. Attached hereto, marked **EXHIBIT “A”**, is a resolution of the governing board or commission OR the administrative head (if there is no commission or board) of the requesting department or agency approving the proposed acquisition.
5. The **legal interest** to be acquired in the subject property is:

A. ____ Fee Simple

B. ____ Leasehold

C. ____ Easement

D. ____ Right-of-Way

E. ____ Other (state the legal interest to be acquired) _____

6. Recommended **acquisition method** is:

A. ____ Purchase

B. ____ Condemnation

C. ____ Deed of Gift

D. ____ Lease

E. ____ Other (state method) _____

7. A. **PURCHASE** – The requesting department or agency recommended option/purchase price is \$_____. The appraised values of the property are \$_____ and \$_____. Attached hereto, marked **EXHIBIT “B”**, are the two written appraisal reports prepared by _____ and _____ who are qualified, disinterested persons familiar with property values in the area containing the subject property. (**NOTE:** The Commission must be notified of and staff approval given for at least one of the appraisers before the appraisal contract is approved by the agency or department Each appraisal report must state in detail the procedure utilized to determine the fair market value, a location and land description, and the qualifications of the appraiser.)

OR

- B. **GIFT**- The property will be received by deed of gift and the value of the property, including land and improvements for title insurance purposes is \$_____. (**Note:** Value must be assigned and designated by requesting department or agency.)

OR

- C. **LEASE** – The lease will be for a term of ____ year(s) at a rental rate of \$_____ per _____ (e.g., month, quarter, year, etc.)

(Strike INAPPLICABLE subparagraphs above)

8. Attached hereto, marked **EXHIBIT “C”**, is a draft or executed copy of an option, sales agreement,

easement, lease which may be used by the State Properties Commission.

9. The name(s) and address(s) of all present owner(s) is(are):

(NOTE: “Owner” means seller, donor, optionor, lessor, or possible condemnee)

10. The source(s) of funds for this acquisition is(are):

11. Attached hereto, marked **EXHIBIT “D”**, is an 8½ x 14” portion of a current official Georgia highway map showing the location of the subject property in red.
12. **Attached to the original acquisition request are 10 blue-line copies** of a current plat of survey of the subject property entitled “Proposed Acquisition by the State of Georgia”. **(NOTE:** The plat of survey must be of recordable size and have inscribed on the face thereof the following:

“CERTIFICATE OF SURVEYOR”

“I hereby certify to all parties interested in the title to the tracts of land (unless otherwise stated, herein after collectively referred to in the certificate and hereon as “the Land”) surveyed and platted hereon, that this plat: (A) Is the result of a field survey and is an accurate, current and complete representation of the land surveyed and platted hereon; (B) Was prepared in conformity with, pursuant to, and is in compliance with: (1) the minimum standards and requirements of law; (2) OCGA §§ 15-6-67 - 69 amended through the date of this certificate; and (3) all applicable local, county, and municipal ordinances, statutes and specifications; (C) Shows that the Land is tied (in compliance with OCGA §§ 44-4-20 - 31) to the Georgia Coordinate System of 1985, _____ Zone, and shows the coordinates, expressed in American Survey Feet, of a minimum of two points on the survey; (D) Shows that all bearings are referenced to Grid North, Georgia Coordinate System of 1985, _____ Zone; (E) Shows that all corners have been established and marked by either iron pins or concrete monuments which have been found, verified, labeled as to type and left in place; (F) Labels hereon a point of beginning which is located on the perimeter boundary; (G) Shows hereon in a “legend” the meanings of all abbreviations and symbols used; (H) Shows hereon the number, date and nature of all revisions of this plat; (I) Is eligible for recording to the Plat Book records in the office of the Clerk of Superior Court of any county or counties in which the Land totally or partially lies; and (J) Incorporates each specifically required item as set out in that certain services agreement between the undersigned and _____, dated the _____ day of _____, 20____.

(Name)

“Georgia Registered Land Surveyor No. _____ “

13. **If PUBLIC FUNDS will be utilized** in the development, improvement, or management of subject property, the following subparagraphs A through C apply and must be completed. Otherwise, strike all subparagraphs.
- A. The source of funds necessary to begin initial development, improvement, or management of the needed property:
- (1) ____ are available from the present funds of the department or agency.
- (2) ____ will be requested in the department or agency budget request for the year ____.
- (3) ____ will be provided by an agency of the federal government over and above any contribution of the federal government for the land acquisition cost.
- (4) ____ Other (give full details and explanation): _____
- _____
- _____
- _____
- B. Proposed development or improvements of the needed property will be completed within ____ year(s).
- C. Attached hereto, marked **EXHIBIT “E”**, is a five-year outline of the proposed annual cost of operations (including, but not limited to, development cost, improvement cost, management cost, building cost, maintenance cost, and repair cost) of the facility sought to be developed or improved by the requesting department of agency on the subject property.
14. Attached hereto, marked **EXHIBIT “F”**, is a current Phase I environmental hazardous materials assessment of the subject property.
15. Attached hereto, marked **EXHIBIT “G”**, is a statement from the administrative head of the department or agency requesting the acquisition that all guidelines of the Georgia Environmental Policy Act have been complied with.

Submitted this ____ day of _____, 20 ____.
